

<b>NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN</b>		<b>No. 02-200</b>
<b>TO:</b>	Public and Private Sponsoring Organizations Participating in the Child and Adult Care Food Program	<b>ISSUE DATE:</b> February 2002
<b>ATTENTION:</b>	Agency Directors	
<b>SUBJECT:</b>	Monitoring Requirements Revised	
<b>REFERENCE:</b>	United States Department of Agriculture CACFP APB: CAC-02-07 and 7 CFR 226.16 (b) (4)	

This Management Bulletin (MB) clarifies information provided in MB 01-210, issued in August 2001. MB 01-210 states that a sponsoring organization must complete the required number of monitoring visits to its child care centers or day care homes within a fiscal year, which is defined as the period between October 1 and September 30.

Effective immediately, a year shall be defined as a consecutive twelve-month period, which may or may not coincide with a fiscal year. Consequently, a sponsor must monitor its program sites the required number of times within a consecutive twelve-month period, which may vary according to the program start dates of the sites. For example, if a center or home begins participation on May 1, the sponsor must complete the requisite monitoring visits to the site within the twelve-month period between May 1 and April 30.

If you have questions, please contact your Nutrition Service Division Representative directly, the Nutrition Services Division at (800) 952-5609, or John Copley, Program Analyst, Program Resources, Education, and Policy Unit, at (916) 323-6631, (800) 952-5609, or [jccopley@cde.ca.gov](mailto:jccopley@cde.ca.gov).

---

Marilyn Briggs, Director  
Nutrition Services Division  
Assistant Superintendent of Public Instruction

	PREPARED BY: John Copley	CONFIRMED: Linda Rivera	CONFIRMED: Bill Caldwell	CONFIRMED Chila Silva-Martin	CONFIRMED Marilyn Briggs	
SURNAME FORM FO-397	(Surname)	(Surname)	(Surname)	(Surname)	(Surname)	(Surname)
	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)